

## **SICK LEAVE**

### **PURPOSE**

To assure that employees are afforded reasonable opportunities to address the medical needs of themselves and their immediate family members without loss of pay.

### **SCOPE**

This policy applies to merit and non-merit employees subject to the executive authority of the Governor except employees of the Indiana State Police Department and employees appointed on a temporary or intermittent basis.

### **STATEMENT OF POLICY**

It is the policy of the State of Indiana that employees should have reasonable opportunities for time away from work without loss of pay to handle illness, injury, legal quarantine and attending visits with health care providers for themselves and immediate family members.

Full-time employees shall accrue seven and one-half (7.5) hours of sick leave for each two (2) months of employment and an additional seven and one-half (7.5) hours of sick leave for each four (4) months of employment. Part-time employees working at least fifty percent (50%) of full-time shall accrue three and three-quarters (3.75) hours of sick leave for each two (2) months of employment and an additional three and three-quarters (3.75) hours of sick leave for each four (4) months of employment.

Sick leave rolls over and accumulates. No sick leave is paid out except under the Retiree Flexible Spending Program at 31 IAC 4.

A dismissed employee shall forfeit all accrued but unused sick leave.

An employee who resigns in good standing after June 30, 1982, and is subsequently rehired shall have reinstated immediately after rehire, any sick leave that was accrued but unused and uncompensated at the time of resignation.

### **REFERENCES**

31 IAC 1-9-4  
31 IAC 2-11-4  
31 IAC 3  
31 IAC 4

**EFFECTIVE DATE** July 1, 2005

Supersedes: Sick Leave Policy issued December 1, 1999

**APPROVAL**



Debra F. Minott, State Personnel Director

**Date** June 6, 2005